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22 JUN 1964

MEMORANDUM FOR: Special Planning Assistant to the DD/S

SUBJECT: Economy Actions within the Support Area

REFERENCE: Memorandum for the Deputy Director for Support
from the Director of Logistics, Subject:
Logistics Economy Measures, dated 28 February
1964

1. This is in response to your request of 15 June 1964.
2. The following additional steps have been taken toward further economy in Office of Logistics operations since preparation of the reference:
 - a. An Operations Review Staff was activated. This two-man staff functions as an overall review and control mechanism for all Logistics elements. While no positive action can be reported yet, I believe that considerable cost reductions will be realized in the future.
 - b. Multilith equipment recently obtained will be used to produce the [redacted] Reports presently printed by the mimeograph method. The use of these machines, together with our new bindery equipment, will result in annual cost reductions of more than \$60,000 and an eventual reduction of three or four personnel.
 - c. A study was made of the Agency bus system. We are proposing that the number of scheduled trips be reduced and driver overtime be eliminated. These actions, if approved, will result in an annual cost reduction in excess of \$50,000.
 - d. On 4 May 1964, we submitted recommendations for changes in the Agency policy concerning issuance of Government-owned furniture to overseas employees. Based on our determination of the relative costs involved, we feel that considerable cost reductions will result if employees are required to ship and not

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store their own furniture. No actual dollar figure was developed, but the potential reduction in costs inherent in this proposal is a great one.

e. On 28 May 1964, we submitted for approval of the Deputy Director for Support a proposed change in the present policy on executive furniture and furnishings. Our recommendation limits to GS-16 and above the issuance of these items. Although no specific figures have been developed, we feel that considerable cost reductions will result from this action.

✓ f. We recently reviewed Agency vehicle utilization in the United States. Based on this review, 19 vehicle authorizations have been eliminated from Consolidated Tables of Vehicular Allowances. This represents potential inventory reductions amounting to more than \$38,000. Following the imminent publication of revised [] the basic vehicle regulation, a comparable worldwide review of vehicle utilization will be possible, as a standard recordkeeping and reporting procedure is included in the revisions.

[]
JAMES A. GARRISON
Director of Logistics

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